



CITY OF MOUNTAIN VIEW

OFFICE OF THE CITY CLERK

500 Castro Street • Post Office Box 7540 • Mountain View • California • 94039-7540
650-903-6304 • Fax 650-962-8504

CITY HALL SPACE RESERVATION

SECTION I—GENERAL INFORMATION

Organization: _____

Address: _____

Primary Contact: _____ E-Mail: _____

Phone: _____

Type of Event: _____

☐ Atrium Conference Room ☐ Council Chambers *(Limited to Government Agencies and Section 501(c) nonprofit entities.)*

☐ City Hall Rotunda ☐ Courtyard Lunchroom ☐ Plaza Conference Room

Day of Event: _____ Time of Event: From _____ to _____

Preevent through Postevent Times: From _____ to _____ No. of Persons: _____

**Please attach a copy of your meeting notice, flyer, invitation, etc.,
or provide within one week of your scheduled event.**

Is the general public invited? Yes No

Will a City staff person be in attendance? Yes No

Will food or beverage be served? Yes No

Will alcohol be served? Yes No

Will you need an extra table for food, etc.? Yes No

Will you need a reception table in front? Yes No

Will you need directional signs? Yes No

Sign Wording: _____

Will you be supplying your own audio-visual equipment? Yes No

If no, what audio-visual equipment will you need? _____

How would you like the room set up (tables, chairs)? _____

Does your organization serve Mountain View residents and/or is your organization located in Mountain View? Serves Located

Is your organization a Section 501(c) nonprofit entity? Yes No

SECTION II – INSURANCE AND INDEMNIFICATION

Liability Waiver (please sign below):

USER agrees to indemnify, defend, and hold harmless CITY and its officers, agents, and employees from any and all liabilities, claims, losses, and expenses, including attorneys' fees and court costs, in any manner caused by, arising out of, or in connection with, either directly or indirectly, the use of CITY facilities or intentional acts by USER or his/her agent(s) during the progress of the event(s). USER agrees to reimburse CITY for any direct costs incurred, including cost of damage to CITY property.

At least four weeks prior to the event, USER shall provide CITY:

1. A Certificate of Insurance for commercial general liability showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000), combined single limit for bodily injury and property damage, and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers. Thirty (30) day written notice of cancellation is required;
2. Auto insurance showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000) and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers; and
3. Workers' Compensation insurance showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000).

If alcohol will be served at an event, USER shall provide CITY a Certificate of Insurance for liquor liability showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000) and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers.

If USER hires a caterer for an event, caterer shall provide CITY Certificate of Insurances for liquor liability, commercial general liability, and automobile liability in a minimum amount of One Million Dollars (\$1,000,000) each and include an additional insured endorsement for the commercial general liability and auto liability, naming CITY, its officials, officers, employees, and volunteers.

Thirty (30) day written notice of cancellation is required.

Do you agree to reimburse CITY for any direct costs incurred?

☐ Yes

☐ No

Mail, fax, or e-mail completed form to:

City of Mountain View
City Clerk's Office
P.O. Box 7540
Mountain View, CA 94039-7540
Phone: (650) 903-6304 • Fax: (650) 962-8504 • E-Mail: city.clerk@mountainview.gov

Signature

Date



CITY HALL SPACE RESERVATION USE GUIDELINES

RESERVATIONS

Meeting rooms at City Hall are reserved on a first-come, first-served basis with preference given first to City business, followed by nonprofit community groups or governmental agencies located in Mountain View and, finally, to nonprofit community groups or governmental agencies serving Mountain View. As a general rule, a group is entitled to two reservations per year.

Meetings being hosted by other cities, counties, or governmental entities need to arrange meeting times, setups, etc., through a City representative who, in turn, will schedule the meeting through the City Clerk's Office.

Groups wishing to reserve the Council Chambers, Rotunda/Atrium areas, or Plaza Conference Room should contact the City Clerk's Office at (650) 903-6304 to check if an open date exists. Groups should then complete a City Hall space reservation form.

Persons interested in reserving space at the Mountain View Center for the Performing Arts should contact Jenn Poret at (650) 903-6556.

INSURANCE

- Business meetings and similar gatherings for the purpose of discussion or sharing information will not require insurance (except where the City's Risk Manager determines that special circumstances necessitate insurance). A liability waiver (included in the reservation form) will be signed whenever insurance is not provided by the user.
- Meetings or events where alcoholic beverages are consumed and/or food is being served will require insurance.
- Proof of liability insurance, naming the City as additional insured, is required for all other uses with an amount and type determined by the City's Risk Manager. Generally, groups must provide the City with proof of General Liability insurance in a minimum amount of \$1 million. A certificate of insurance and endorsement must be received by the City Clerk's Office four weeks prior to the event. The policy period must cover the entire time at the facility (i.e., from setup through takedown).
- If your organization does not have insurance and you wish to use City facilities, you may arrange coverage through the City's carrier. For more information, contact the City Clerk's Office at (650) 903-6304.

FEES

There are no deposits/fees for City Hall usage, but groups or individuals may incur charges for any direct costs incurred. Direct costs include, but are not limited to, building attendant, additional custodial cleanup, maintenance crew call-outs, security, facility/audio-visual equipment repairs resulting from negligence or misuse, damaged equipment, etc. **It is solely at the City's discretion to determine if building attendant/security and/or custodial personnel are a necessary accompaniment to your event and will be billed, per hour, at \$20 to \$40 each.** (Weekends and weeknight events require an on-site building attendant.)

FEE SCHEDULE – CITY CLERK

CITY HALL						
<u>Peak:</u> Mon-Fri, 5:00 p.m. - 10:00 p.m.; Sat., Sun., and Holidays, 8:00 a.m. - 10:00 p.m. 2-hour minimum usage 2-hour minimum building attendant ¹ 2-hour minimum janitorial service ²						
<u>Off-peak:</u> Mon-Fri, 8:00 a.m. - 5:00 p.m. 1-hour minimum usage 1-hour minimum building attendant No janitorial service ³						
State Code § (if any)	MVCC §§/ Council Policy (CP)	Title of Fee	Current Fee	Proposed Fee	Fee Basis	Effective Date
COUNCIL CHAMBERS						
		<u>City Business</u>	N/A	N/A		
		<u>Governmental Agencies:</u>				
	CP – H-5	Deposit	N/A	\$560 ⁴	Fixed	07/01/2014
	CP – H-5	Peak/Off-peak Use	N/A	\$20 ^{4,5}	Hour	07/01/2014
		<u>Nonprofits:</u> ⁶				
	CP – H-5	Deposit	N/A	\$560 ⁴	Fixed	07/01/2014
	CP – H-5	Peak/Off-peak Use	N/A	\$120 ^{4,5}	Hour	07/01/2014

1. The building attendant rate is \$20/hour, subject to change.
2. Janitorial rates are currently at \$17.04/hour, subject to change, with a two-hour minimum.
3. Janitorial fees may apply if the reservation is for a party, event, or large group.
4. New fee.
5. The rate per hour includes the cost of the building attendant.
6. A 501(c) nonprofit organization.

ACCOMMODATIONS

Council Chambers: Seats Approximately 115 People (*limited to Government Agencies and Section 501(c) nonprofit entities*)

City Hall Rotunda: Generally Used for Receptions (Stand-Up Fashion) up to 125 People

Plaza Conference Room: Seats up to 40 People, depending on the configuration

Atrium Conference Room: Seats up to 20 People

Smoking is prohibited in all enclosed City-owned facilities per City Code Section 21.48.

AUDIO-VISUAL

It is recommended that groups bring their own audio-visual equipment.

FOOD/BEVERAGE

Food and beverage are allowed in the Plaza Conference Room, Atrium, and Rotunda areas but not the Council Chambers. Food preparation on-site is not allowed. Food prepared off-site and brought in to be served (catered) is permissible; however, if such foods are to be served to the public-at-large, then the food vendor (caterer) must be licensed by the County Health Department and have a valid business license. All areas in which food or drink is to be served (booths, tables, etc.) shall have an appropriate covering in place.

SETUP

Setup, such as tables and chairs for small events (meetings), will be done for you in advance (whenever possible). Special events involving catering and more formal setups are your responsibility. Large events where displays, tables, chairs, or booths are set up will require a simple floor plan designating their placement as well as approval from the Fire Marshal. In some cases, the City may allow tables and chairs to be delivered early (e.g., late Friday afternoon for a Saturday event). Electrical outlets are in short supply and not conveniently located in the Rotunda or Atrium areas and, therefore, events in these areas featuring lighted displays, electrified musical instruments, etc., may be inappropriate.

CLEANUP

You are responsible for cleanup. Please remove cups, food, materials, etc. Tables and chairs for special events shall be cleaned thoroughly, folded, and removed or put aside for later pickup. Tables and chairs in meeting rooms need not be changed/put away. We will arrange these rooms to their usual configuration.

PREVIEWING THE SPACE

Generally, a representative of the group holding the event will preview the space and be briefed prior to the event. Setup, security, parking, signage, audio-visual, and other details will be addressed at this time.